



**Grange
Academy**

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Article 24: *You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.*

Managing Medicines in School Policy

Policy Status: Statutory

Review Cycle: Annually

Owner: Charlotte Thomas
Deputy Head/Designated
Safeguarding Lead **Date:** May 2022

Approved by: Local Governing Body (LGB) **Date:** May 2022

Review Date: May 2023

Introduction

Grange Academy is a special needs school that welcomes and supports pupils with a range of needs and medical conditions. Our aim is to ensure that all children with medical conditions or illnesses, both physical and mental health, are properly supported in school and can have a full and active role in school life, remain healthy and achieve their academic potential. Our school provides all pupils with any medical condition the same opportunities as others at school, as appropriate. We recognise that some pupils may require on-going support, medicines or care to keep themselves well, whilst others will only require support or medicines for a specific time frame. We will ensure that children receive the appropriate care as advised by healthcare professionals and in line with their needs or care plan.

All members of staff have a duty to maintain professional standards of care and to ensure that our pupils are safe. In response to the Equality Act 2010, the school make reasonable adjustments for disabled school users, including those with medical needs, and we plan strategically to ensure suitable access is in place. In response to the requirement to support pupils at school with medical conditions, we will produce individual healthcare plans and risk assessments where necessary and make reasonable adjustments to enable pupils with medical needs to fully participate all areas of school life including educational visits and sporting activities.

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. However, designated staff carry this out provided they have had the administration of medicine training. The school has staff trained in first aid who will take swift action in an emergency. In addition to this, it is the responsibility of any member of staff to assist any child or staff member as teachers and school staff have a common law duty of care. This duty of care also extends to staff leading activities taking place off site, such as visits, outings or field trips.

- The Children and Families Act 2014 includes a duty for schools to support children with medical conditions
- Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice will also apply
- All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well
- We recognise that medical conditions may impact social and emotional development as well as having educational implications
- Our school will build relationships with healthcare professionals and other agencies and in order to support effectively pupils with medical condition

Aims

This policy aims to:

- Ensure that all pupils with medical conditions, in terms of physical and mental health are appropriately supported in school so they can be present and participate safely in school life and achieve the highest standards
- Secure sound partnership working with families, so they are confident in knowing that the school arranges effective support for their child's medical needs
- Establish effective working relationships with appropriate health service staff to secure the specialist provision and support required to meet the complex clinical needs of

pupils whilst in school

Roles and Responsibilities

The Named Person responsible for children with medical conditions is the Head of School, in consultation with Cheryl Trinder and the SENCO, Charlotte Thomas.

These members of staff along with the pupil's class team are expected to work in partnership to:

- Keep staff informed of medical conditions of our pupils
- Ensuring safeguarding policies and practices are followed at all times to ensure pupil safety and wellbeing
- Identify training needed to support all pupils with additional medical needs
- Ensure that staff are aware of the need and communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information
- Assisting with risk assessments for school visits and other activities outside of the normal timetable
- Developing, monitoring and reviewing individual Educational Health Care Plans, Student Passports and Care Plans.
- Working together with families, pupils, healthcare professionals and other agencies
- Working closely with the schools 0-19 Nursing Team.

The Local Governing Body is responsible for:

- Determining the school's general policy and ensuring that arrangements are in place to support children with medical conditions
- Monitoring provisions for pupils in line with their Educational Health Care plans

The Head of School is responsible for:

- Overseeing the management and provision of support for children with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover
- Ensuring that school staff are appropriately insured and are aware that they are insured

Families are responsible for:

- Families must provide school with up-to-date information regarding their child's medical needs, diagnosis and contact details.
- School will involve families fully in the development, implementation and review of the care plan

Pupils:

- School will involve pupils, as appropriate, in discussions concerning their own medical condition and implementation of their health care plan

- Managing and looking after their inhalers, where appropriate

Teachers and Support Staff are responsible for:

- Attend any relevant medical training as directed by the named team, to support the needs of the pupils in their class
- The day-to-day management of the medical conditions of children they work with, in line with training received in house.
- Working with the named team to write and implement risk assessments and ensure these are in place and carried out for school visits and other activities
- Providing information about medical conditions to support staff who will be covering or supporting in class.
- Working with the school SENCo and other external health professionals to meet the medical needs of the pupils in their class
- Teachers are responsible for their own medication and will ensure that any medication bought onto site is stored securely and out of reach of any pupils. Medication that needs to be kept in the fridge must be handed into the office for safe handling.

Guidance on providing care and support and administering medication

- At Grange Academy we understand the importance of medication being taken and care received whilst the child or member of staff is on medication.
- Our school's LGB have made sure that there is the appropriate level of insurance and liability cover in place.
- We will not give medication (prescription or non-prescription) to a child under 16 without parental consent
- Administering medication will only be given by trained staff members who will check the maximum dosage and when any previous dose was given. A full record and log will be kept.
- We will not give a pupil under 16 aspirin / ibuprofen unless prescribed by a doctor.
- We will make sure that a trained first aider, is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents at this school understand they should let the school know immediately if their child's needs change and are responsible for checking any expiry dates on medicines and inhalers and keeping the ordering of repeat prescriptions up to date. Parents are aware that children must not carry any medicines with them to school for self-administration unless prior permission has been sought from the school. Pupils are expected to always carry inhalers with them, where applicable
- EpiPen's are stored in the school office, medical cabinet and administered by a trained member of staff when alerted
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance.

Short Term medical needs

All short-term prescribed medication needs to be brought to the school office, in the prescribed packaging and administered by a trained member of staff.

The office staff will:

- Only accept prescription medication if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage.
- Only accept medicines which are essential; that is, where it would be detrimental to the child's health not to have the medicine during the school day.
- Accept non-prescription medicines only if there is a compelling reason to do so (eg. Seasonal use of antihistamines/one off doses of paracetamol). These medications must be provided in their original containers with written dosage advice. These also require the school medical form to be completed before administering.
- Never make changes to written dosages based on parental instruction
- Medication will be stored in a locked cupboard in the school office. Only trained members of staff have access to the safe storage of medicines.
- We will keep controlled drugs stored securely in the medicine cupboard in the office, with only named staff having access to obtain and administer the medication.
- Staff can only administer a controlled drug to a pupil once they have had specialist training. Training is monitored by a senior member of staff.
- The school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits.

Long term medical needs

All long term medical needs of pupils will be highlighted within their Education Health and Care Plan and their needs met accordingly. Some pupils may also have an additional care plan in place, provided by the NHS or a risk assessment.

Any medication needs to be brought to the school office by the parent or carer (medicines must not be handed to the class teacher).

- We only accept prescription medication if provided in the original container as dispensed by a pharmacist and must include the prescriber's instructions for medication and dosage.
- We only accept medicines which are essential; that is, where it would be detrimental to the child's health not to have the medicine during the school day.
- We only accept non-prescription medicines only if there is a compelling reason to do so (e.g. Seasonal use of antihistamines/one off doses of paracetamol). These medications must be provided in their original containers with written dosage advice. These also require the school medical form to be completed before administering.
- Never make changes to written dosages based on parental instructions.
- A pupils EHCP, Pupil Passport and/or care plan/risk assessment is developed with the family (where appropriate), parent, staff, specialist nurse (where appropriate), SEND Team and relevant healthcare services.
- Care Plans are regularly reviewed, at least every year or whenever the pupil's needs change.
- School staff are made aware of and have access to the EHCPs and key medical information for the pupils on Integris. This is provided by parents when they fill in a new starter form.

- We meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed.
- We keep an accurate record of all medication administered, including the dose, time, date and supervising staff.
- We make sure that all staff providing support to a pupil have received suitable training, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's EHCP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent.
- Parents are asked to provide new and in-date medication where appropriate.
- Medication will be stored in the medical cabinet in the office or in the fridge in the medical room if needed.
- We will keep controlled drugs stored securely, but accessible, with only named staff having access to obtain the medication.
- Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- We dispose of needles and other sharps in line with local policies.

Asthma and inhalers

Pupils will always keep their inhaler with them or at least within their classroom.

The office staff will:

- Oversee that inhalers are provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage.
- Parents are asked to provide new and in-date medication at the start of each term.
- Never make changes to written dosages based on parental instructions.
- Inhalers will be stored with the child themselves or in their classroom.
- Relevant staff have completed relevant asthma training.
- Pupils will take all inhalers with them on any school trips/off-site activities.

At Grange we ensure that the whole school environment is inclusive and favorable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- We are committed to providing a physical environment accessible to pupils with medical conditions and families are consulted to ensure this accessibility.
- We are committed to an accessible physical environment for out-of-school activities for those pupils with additional mobility needs or require wheelchair access.
- We make sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside their EHCP, to help prevent and deal with any problems which may arise. They use opportunities such as Form Time, RSHE and Science lessons to raise awareness of medical conditions to help promote a positive environment.
- At Grange Academy we understand the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity

sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

- We understand that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- We make sure that pupils have the appropriate medication/equipment/food with them during physical activity or within the day in their classrooms.
- Staff make sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition. School will work with families and health to support a pupil's medical needs.
- Appropriate staff are regularly trained to know how to react and what to do in a medical emergency.
- Teachers make sure that a risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

At Grange Academy, relevant staff are aware of the common triggers that can make common medical conditions worse or can bring on an emergency. We work alongside families and health to put in place strategies to reduce or eliminate health and safety risks.

- At Grange Academy we are committed to identifying and reducing triggers both at school and on out-of-school visits.
- A pupil's EHCP, Care Plan, Student Passport and risk assessment provides details of an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities.
- Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- We review all medical emergencies and incidents and any changes to the school policy will be made if necessary.
- Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), we will work with the local authority and education provider to ensure the pupil receives the support they need to reintegrate effectively.
- Staff are committed to keeping in touch with a child when they are unable to attend school because of their condition. Home learning is provided where appropriate along with regular communication with the family. The use of virtual platforms and Evidence Me will be used to keep in contact with the pupil and to provide effective home school links.
- Where suitable a phased transition plan will be used to support a pupil to re-integrate back into school safely.